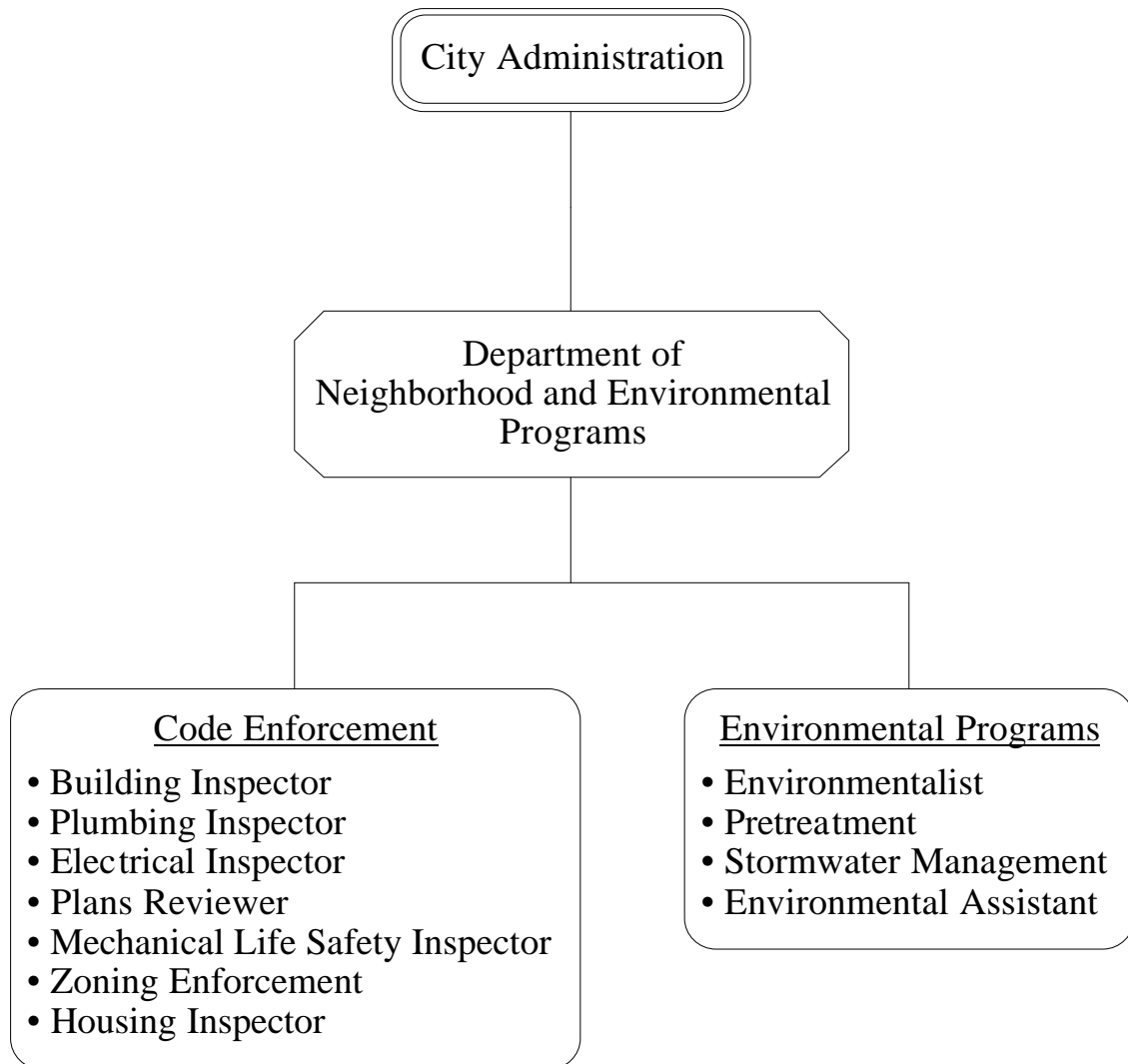


CITY OF ANNAPOLIS
Department of Neighborhood and Environmental Programs



Department of Neighborhood and Environmental Programs

Fund Support:

General Fund

Description:

The Department of Neighborhood and Environmental Programs, the quality of life department, is made up of two divisions, Code Enforcement and Environmental Programs. Code Enforcement is responsible for licensing, permitting and inspections relating to all facets of code enforcement including, but not limited to, construction, rental housing, zoning, construction trades and waste water pretreatment. Environmental Programs is responsible for the enhancement of the environment through projects and programs including, but not limited to, urban forest, “Clean Air Initiates”, “Keep It Clean” campaign, storm water management and trail systems.

Mission:

Maintain and improve the neighborhoods and environment of the City through innovative, consistent and effective environmental programs and code enforcement.

Services:

- Permits and inspections of all construction of a cost of \$200 or higher to promote safety and code compliance.
- License and inspect all rental housing to ensure safe and sanitary living conditions.
- License all contractors and related construction trades doing business in the City.
- Inspect and enforce zoning regulations as set forth in the City Code.
- Permits, inspects and educates the waste water pretreatment of certain commercial establishments.

- Regulates and educations regarding the storm water management program.
- Maintains and enhances the City’s urban forest.
- Promotes and enforces the City’s “Keep It Clean” program and “Clean Air Initiatives”.
- Regulates private solid waste collection.

Goals &

Objectives:

- Enhance staff integration and relocation of DNEP into centralized “one-stop” office space..
 - Update job descriptions and pay classifications.
 - Organize office space.
 - Evaluate DNEP policies and procedures.
 - Implement technology plus.
- Provide innovative, consistent and effective code enforcement.
 - 24/7 prompt and accurate review, permitting and inspection.
 - Continual staff training and certification.
 - Licensing.
 - Weekend Code Enforcement.
 - Housing Inspections.
 - Enhanced review and Inspections.
 - Have 10% fewer code violations.
- Provide innovative, consistent and effective Environmental Programs.
 - Environmental Programs.
 - Industrial Pre-Treatment.
 - Stormwater Management.
 - Clean Air Initiatives/Cloud 9.
 - Cross-train staff on environmental issues.
 - Tree Program.
- Provide prompt, open professional, courteous, respectful, forward thinking customer service.
 - Implement technological improvements.
 - Public outreach and education.
 - Customer Service Training.
 - 24/7/365 Accessibility.

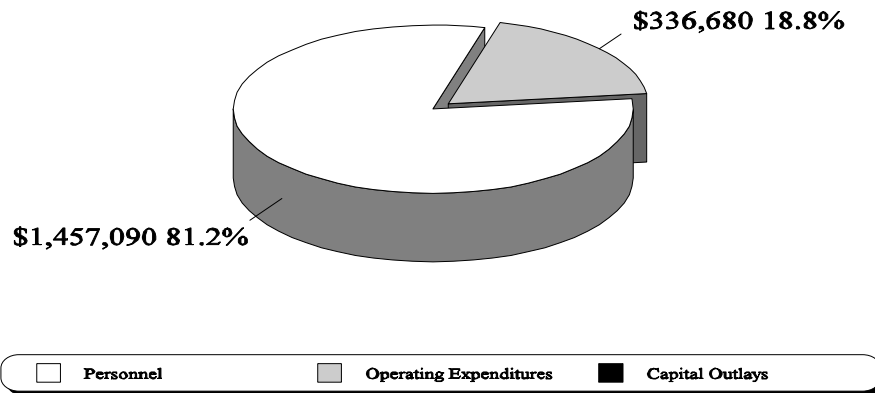
Department of Neighborhood and Environmental Programs

- continued -

- Improve review permit turnaround time.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>	<i>Percent Change</i>
Personnel	\$1,242,810	\$1,305,670	\$1,457,090	11.60%
Other Operating Expenditures	317,290	284,980	336,680	18.14%
Total Expenditures	\$1,560,100	\$1,590,650	\$1,793,770	12.77%

Department of Neighborhood & Environmental Programs
Budget By Expenditure Type



Because the Department of Neighborhood and Environmental Programs consists of only one major division, a comparison of divisional budgets is not applicable.

Department of Neighborhood and Environmental Programs Staffing Summary

	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	20	20	20
Department Total	20	20	20

Staffing Summary By Position - FY 2006 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Neighborhood and Environmental Programs:</i>		<i>continued</i>	
Director	1	Electrical Inspector	1
Assistant Director	1	Housing Inspector	3
Office Associate III	1	Civil Engineer I	1
Administrative Office Associate	1	Life Safety/Mechanical Inspector	1
Chief Code Enforcement	1	Plan Reviewer	1
Chief Environmental Programs	1	Pretreatment Inspector	1
Senior Housing Inspector	1	Environmentalist	1
Building Inspector	2	Zoning Enforcement Officer	1
Plumbing/Utility Inspector	1		

The Department of Neighborhood and Environmental Programs has a temporary General Clerical position, intern and two temporary Inspectors.